

Single Page Tiff Option

Convert directories of image files to single page images with OCR, eStamp and load files.

6
breeze

Getting Started

Make Sure You Are Prepared:
Reference the Breeze Process Plan for Guidance

1. Know what files you are going to process and where they are located;
2. Decide on a naming scheme, or know your next Bates/file number;
3. Do these images need an electronic Bates Stamp or Custom Footer such as "CONFIDENTIAL";
4. Are you planning on loading OCR;
5. Determine what load file(s) you need to create

Quick Tips

The four settings required before the [GO] button is available are:

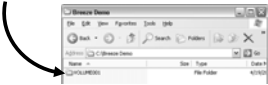
- Select Images to Process
- Assign a Numbering Scheme by Clicking the Radio Button and Entering the Corresponding Values
- Select At Least One Load File to Create
- Select or Create an Output Directory

Quick Tips

Save Documents to a New Folder Instead of Saving to the Folder Containing the Originals.

If you are using Barcode Slipsheets, make sure each sheet is printed and not copied. This ensures that the barcode is completely legible to the Breeze Program.

If you need to move or burn these images to a CD/DVD, copy the output folder (and all of the contents) to the destination or root of the disc.



Breeze DIY Series

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